



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF RISK MANAGEMENT

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THE FOLLOWING ARE QUESTIONS SUBMITTED BY THOMAS AND ASSOCIATES

1. Under 4.4 Proposal format – it states that the proposal must be signed by those company official(s) or agent(s) duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of the Board Resolution granting such authority shall be submitted. My question: what if our company is not a corporation but a sole proprietorship, which requires no board, what should we submit?

Those vendors who are a sole proprietor may submit a letter from the owner or principle stating who's authorized to sign, respond or make decisions on behalf of the company.

2. Under Attachment II – Billing Guidelines – expense items such as tolls and parking shall not be considered a billable expenses under this contract. My question: Can we bill separately for this as we would for rehab conferences and/or medical records?

No.

3. Task Assignment – when doing a task assignment, are reports to be submitted monthly or at the completion of the task assignment?

At the completion of the task which should not take over a month in most cases.

THE FOLLOWING ARE QUESTIONS SUBMITTED BY GENEX SERVICES

1. Regarding Section 3.4, General Information, Item 4d; What kind of computer claims tracking "system" does LAORM currently utilize that the awarded vendor might link or establish downloads with?

CS STARS

2. Regarding Attachment "II", Item #1; Invoices may be itemized and detailed within **one report**. Does LAORM want the a) invoices itemized and then b) the work detail itemized on a separate copy or c) will detailed itemized invoices be sufficient? Multiple copies may be requested?

Detailed itemized invoices will be sufficient.

3. Regarding Attachment "II", Item #2; "Medical provider fees for medical rehab conferences and copies of medical records will not be considered as expenses covered under this contract." Does this mean that LAORM will forward payment for conferences and medical records directly to provider? Or is the awarded vendor encouraged to absorb these costs?

ORM will forward payment for these services directly to the provider.

4. Regarding Attachment "II", Item #4; "No allowances for pick up and/or delivery of medical records or distribution of reports for services rendered." Does this mean the LAORM will not ask the awarded vendor to complete this task? Or will the awarded vendor be expected to do this and absorb these costs?

No allowances will be made for pick up and/or delivery of medical reports except for Independent Medical Examinations or Second Surgical Opinions **upon request**.

No allowances will be made for distribution of reports for services rendered.

5. Regarding Attachment "II", Items #5-7; Are the tasks noted with Flat Fee Dollar Amounts noted to be considered as Flat Fees for those assignments and therefore may not be billed at a professional per hour rate?

That is correct.

THE FOLLOWING ARE QUESTIONS SUBMITTED BY CONCENTRA INTERGRATED SERVICES

1. Who are the incumbent service providers and what are (were) their rates for both hourly (professional and travel wait) and task assignments?

Thomas and Associates and Resolution Network

2. Is this a vendor RFP, or will all of the business be awarded to one partner?

The Office of Risk Management anticipates dealing with only one vendor.

3. Under "Billing Guidelines" the RFP references both hourly and task-based billing. Is ORM seeking both models for pricing?

Yes.

4. Does ORM require that travel/wait time be billed at one half the professional time?

One half the professional time or less.

5. Regarding Attachment VI, is the issuing of a Board Resolution a requirement of finalizing a contract with ORM, or will you accept a Certificate of Authority issued by our Legal Department?

A Certificate of Authority can not be substituted for a Board Resolution.

6. Can the ORM provide an average number of referrals that have been generated or given to the past vendors (annually)? Can this number be broken down by tasks versus hourly?

The previous contract was not task oriented.

YEAR	NUMBER OF REFERRALS
04/01/2002 - 3/31/2003	542
04/01/2003 – 03/31/2004	452
04/01/2004 – 03/31/2005	419